

**BY ORDER OF THE
INSTALLATION COMMANDER**



**CHARLESTON AIR FORCE BASE
PAMPHLET 32-201**

1 JUNE 2003

Civil Engineering

**COMMUNITY HOUSING REFERRAL
SERVICES PAMPHLET**

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Chapter 1

INFORMATION

1.1. All military personnel are required to report to the Housing Referral Services (HRS) office prior to negotiating an agreement to rent or purchase housing in the local area, IAW AFI 32-6001, *Family Housing Management*.

1.2. Individual and personal counseling is provided to enable you to choose wisely from the various types of housing available. You will also be advised of your lawful rights as a tenant, the rights of landlords, the provisions of leasing agreements (which are binding contracts), and the standards of conduct as required by local laws and ordinances. A military clause, which allows the termination of a lease upon receipt of PCS orders (outside the Charleston area), should be in your lease. ***The military clause does not apply when moving into government quarters.*** Furnished temporary housing without a lease is limited. You will be informed on utility deposits and average utility rates, property and state sales taxes, insurance, auto inspection, drivers license, auto license plates requirements, location of schools, hospitals, animal shelters, and other points of interest. Information is available for potential homeowners concerning Veterans Administration (VA), Federal Housing Administration (FHA) and conventional loan entitlements, equity sales, rentals with option to buy or repurchase agreements. Emphasis is placed on the need for an initial inspection report at the time of negotiating a rental agreement. If you have pets, your selection of housing will be reduced as a large number of facilities do not allow pets. Those who will accept pets usually have some restrictions, such as size and weight, and require a nonrefundable pet fee.

Chapter 2

DEPARTMENT OF DEFENSE POLICY

"Equal Treatment and Opportunity for All Military Personnel in Rental/Purchase of Off-Base Housing"

2.1. In July 1948, President Truman signed Executive Order 9981 declaring it to be the policy of the president of the United States that there would be equality of treatment and opportunity for all persons in the Armed Services of the United States. Since that date, regulations and directives in the furtherance of this policy have been issued by the Department of the Air Force.

2.2. It is the policy of the Department of Defense and the Department of the Air Force to conduct all of their activities in a manner which is free from discrimination and which provides equal opportunity and treatment for all uniformed members, regardless of their race, color, creed, national origin, sex, familial status or handicap. Because military personnel lack a civilian's freedom of choice as to where they work and live, discrimination practiced against them in the manner of housing accommodations is of special concern to the Department of Defense. Discrimination is harmful to their welfare and morale, and hence, to the military effectiveness of the units to which they are assigned.

2.3. The HRS office was established as the focal point for all activities concerning off-base housing which is available to all military personnel. This office works with local community officials and owners/managers of multiunit dwellings in order to increase the number of listings available to all military personnel.

2.4. HRS personnel take all possible action to assist you in obtaining adequate housing. Effective accomplishment of this mission, however, requires your assistance. You must make your housing requirements known and any complaints concerning your present housing must be brought to the attention of the HRS before they can act in your interest. Therefore, your responsibilities are in supporting the Department of Defense policy and keeping the HRS informed of your needs.

Chapter 3

HOME SELECTION

3.1. Selection of Your Home. Choose your home only after you have considered the following:

- 3.1.1. Is the size adequate for your present needs, with the possibility of an addition?
- 3.1.2. Is the cost within your means? (**REMEMBER, UTILITIES ARE PAID BY YOU.**)
- 3.1.3. Will the location serve your needs as to shopping centers, churches, schools, playgrounds, distance to work, and in general be a pleasant neighborhood to live in?
- 3.1.4. Does your area have proper drainage?

3.2. Prior to Renting You Should:

- 3.2.1. Advise the landlord of your housing status; i.e., awaiting government housing, not eligible for government housing, TDY, etc., and the approximate length of time you intend to stay. **YOU WILL BE REQUIRED TO SIGN A LEASE, WHICH IS A LEGAL, BINDING CONTRACT. READ IT BEFORE YOU SIGN.**
- 3.2.2. Ascertain when rent is due. Know exactly when your rent is due and if personal checks are accepted. **PAY YOUR RENT ON OR BEFORE THAT SPECIFIED DATE.** Check with your landlord about alternate arrangements when office is closed. Ascertain any charges or penalties for late payment of rent. If rent is not received by specified date, your landlord has the option to file an eviction notice through magistrate's court. Ask if refund of unused portion of rent is made when you terminate your quarters.
- 3.2.3. Ask your landlord to put any verbal promises in **WRITING** prior to signing a lease; e.g., repairs, improvements, replacements, pest control, etc.
- 3.2.4. Know exactly what is required **TO OBTAIN A REFUND OF YOUR SECURITY DEPOSIT.**
- 3.2.5. Ask the landlord how much advance notice is required for vacating your premises. Your lease should specify the amount of notice required but the usual requirement for vacating quarters is a *30 day written notice to the landlord* or agent. (Sample of Written Notice at [Attachment 2](#))
- 3.2.6. Ask for a copy of your landlord's "House Rules." Discuss them with him/her and abide by them.
- 3.2.7. Find out the person to contact for repairs and what repairs are your responsibility. Who cuts grass, collects garbage, etc? Make a copy of your repair requests for future reference.
- 3.2.8. Check all furnished appliances as soon as utilities are connected to make sure they work properly. Notify landlord immediately of any discrepancy.
- 3.2.9. Before signing the lease or taking possession, **CAREFULLY CHECK THE CONDITION OF EACH ROOM FOR WHICH YOU WILL BE RESPONSIBLE.** Use the attached checklist ([Attachment 3](#)), one provided by the landlord, or both. **NOTE ALL DISCREPANCIES. KEEP THIS CHECKLIST IN A SAFE PLACE.** You can use this list again when you are moving out. Landlords require a security deposit which is applied to the cost of repair of damages caused by tenant, or for cleaning when not done by tenant, upon termination. By using the same checklist when you move out,

you can be assured that any discrepancy that existed prior to your moving in will not be blamed on you. Therefore, you can see that accomplishing a thorough checklist can help get your security deposit refunded upon termination.

Chapter 4

TENANT'S RIGHTS

4.1. Your Rights as a Tenant. If you comply with "your part of the bargain," your home is your castle. The General Assembly of the State of South Carolina has passed into law a bill, H.2119, "Residential Landlord and Tenant Act," which went into effect on 8 July 1986. You as a military tenant residing in the local community should be aware that there are laws now in force giving tenants, as well as landlords, realistic and specific guidelines.

4.2. Landlord's Rights. Generally, the landlord has no right to enter your home without your permission. However, a landlord or his agent may enter the dwelling unit without consent at any time in case of emergency; between the hours of 9:00 a.m. and 6:00 p.m. for the purpose of providing regularly scheduled periodic services such as changing furnace/air conditioning filters and pest extermination; or between the hours of 8:00 a.m. and 8:00 p.m. for the purpose of providing services requested by the tenant. A landlord shall not abuse the right of access or use it to harass the tenant, and shall give the tenant at least 24 hour notice (except in cases of emergency, requested services, and periodic regularly scheduled services) of his/her intent to enter.

4.3. Complaints. You should complain if the landlord doesn't do things that the lease or the law requires. Even without a written lease, the landlord cannot evict you just for complaining. You have a right to complain to the landlord of any major faulty items relating to your quarters. Examples are: water not hot, just warm; broken sink features; broken commode; leaking sewage; windows won't open or close; broken glass (not your fault); no insect screens in summer; rats or roaches in the building; ceilings or walls damp; peeling paint; stairs or porches badly in need of repair; trash piled in common hallways or outside; or any hazard detrimental to your health and wellbeing. It is to your benefit to put your complaints in writing. Give the landlord one copy, and you should keep a copy.

4.4. Guidelines for Submitting Complaints. The HRS has the responsibility for investigating and mediating complaints of offbase housing in the local area. In order to effectively accomplish this mission, several steps should be taken by the complainant. You should register your complaint with the HRS and fill out an informal complaint form. Upon receipt of your complaint, this office will contact the resident manager/landlord to make him/her aware of the complaint filed with HRS. If the complaint/discrepancy is valid and is not corrected, we will actively pursue the complaint in an attempt to reach a satisfactory resolution. All suspected discrimination involving military personnel should be reported to the HRS office as soon as possible. Most complaints can be resolved by using common sense, rational communication, and a sincere attitude of cooperation. **THE IMPORTANCE OF READING AND UNDERSTANDING YOUR LEASE BEFORE YOU SIGN IT CANNOT BE OVEREMPHASIZED.** Assistance resolving tenant/landlord disputes is more successful when requested before a situation becomes critical.

4.5. If you have any questions regarding your lease/contract or your rights as a tenant, please contact the Housing Referral Specialist (9633857) or the Legal Office (9635502).

Chapter 5

STANDARDS OF CONDUCT

5.1. Responsibilities. Military personnel and dependents will abide by all local laws and acceptable standards of conduct while residing off base. Personnel will extend the same respect toward local citizens and rented property as is required on base. A landlord may adopt rules or regulations which are enforceable, concerning the tenant's use and occupancy of the premises to promote the convenience, safety, or welfare of all tenants. Failure to be a good neighbor in the civilian community will detract from full community acceptance and create a poor image of military personnel stationed here.

5.2. Common Sense. The following are "Common Sense" reminders in keeping a good relationship with the local community.

- 5.2.1. Pay rent or other fees when due.
- 5.2.2. Conserve utilities.
- 5.2.3. Keep the interior and exterior of your house in a high state of cleanliness.
- 5.2.4. Be a good parentcontrol your children.
- 5.2.5. Wear proper attire outside.
- 5.2.6. When accidental damage occurs, report it immediately. If repairs become necessary after you move in, report them to your landlord in writing.
- 5.2.7. Avoid creating a disturbance with late evening noise, particularly loud music. Remember, many people work different shifts.
- 5.2.8. If you are allowed to keep a pet in your rental unit, be sure to control your pet and abide by the house rules concerning pets.

Chapter 6

COMMUNITY SERVICES

6.1. Churches. The Greater Charleston area has approximately 350 churches representing about 40 denominations. Some of the oldest churches in the United States with historical backgrounds are found in the Charleston area:

French Huguenot Church: original church built about 1684, present church built 1845.

St. Michael's Episcopal Church: cornerstone laid in 1752, occupied 1761.

Circular Congregational Church: organized about 1681, present structure built 1891.

St. Philip's Episcopal Church: first church built between 1682 and 1690, moved to present site 1723 present and third structure built 1838.

Cathedral of St. John the Baptist: original cathedral dedicated in 1821, present structure consecrated 1907.

NOTE: These historic churches are open for tours through local historical groups.

6.2. Water/Sewage. Contact the nearest Commissioner of Public Works office to have your water/sewage connected. Each county charges a fee or deposit.

<u>Charleston County</u>	<u>Berkeley County</u>	<u>Dorchester County</u>
843-727-6800 103 St. Phillip Street P. O. Box 568 Charleston SC 29402 Other Locations: 6296 Rivers Ave., N. Charleston 4 Carriage Lane, West Ashley	843-572-4400 843-761-8817 (outside Goose Creek) 2111 Red Bank Road P.O. Box 1090 Goose Creek, SC 29445	843-875-0140 967 Orangeburg Road Summerville, SC 29483
<i>Apply in person or by phone between 7:30am-6pm, Mon-Fri. Call ahead for origination fee information.</i>	<i>Application may be made in person or by phone 8am-5pm, Mon-Fri. Call ahead for deposit information (approx. \$20 ea. water/sewer).</i>	<i>Application may be made in person Monday - Friday between 8am-5pm. Call ahead for deposit information.</i>

6.3. Gas & Electricity. The companies listed fill the energy needs of Greater Charleston. Each one serves a distinct geographical district. An “electric cooperative” is a member-owned utility and operates on a non-profit basis.

<u>South Carolina Electric and Gas, Inc.</u> 843-554-7234 1-800-251-7234 outside Charleston 24 hours - Mon.-Sun. 141 Meeting St. 1277 Chuck Dawley Blvd. 108 N. Cedar St. 4481 Leeds Place West	<u>Berkeley Electric Cooperative, Inc.</u> 843-572-5454 8am-5pm Mon.-Fri. <i>Application may be made in person Goose Creek Johns Island Moncks Corner Awendaw</i>	<u>Santee Cooper</u> 843-761-4060 8am-5pm Mon.-Fri. 1 Riverwood Dr. Moncks Corner email: santeecooper.com
Residential customer: \$150 deposit may be waived with letter of credit from previous power company. <i>Call ahead or visit (bring driver's license or picture I.D., proof of social security number and spouse's social security number.</i>	Homeowner: \$5 membership fee \$50 deposit required. Renter: \$5 membership fee \$150 deposit is required but may be waived with letter of good credit rating.	\$100 deposit - waived with letter of credit and good rating. <i>Now accepting faxes at 843-761-7060. Application can be made in person. Bring driver's license, social security card and deposit.</i>

6.4. Telephone Service. Normally, a deposit is required, but this depends on the individual's previous telephone service, credit rating, etc. Installation charges also depend on the number and type of service desired. BellSouth: 843-780-2355 (Residential Service); 1-800-336-0014 outside of SC. Call 24 hours a day to arrange new service. In most cases, a deposit is not required with good credit. Main Office: 385 Meeting Street. *Fifteen long distance companies serve this area.*

6.5. Fuel Oil Companies. See yellow pages in the telephone directory for a company nearest you.

6.6. Garbage PickUp. In most areas, the city or county provides garbage collection. However, several commercial agencies provide this service for a fee in other localities not provided by county.

6.7. Hospitals:

<u>CareAlliance Health Services Roper Hospital North</u> 2750 Speissegger Drive N. Charleston SC 29405 (843) 744-2110	<u>CareAlliance Health Services Roper Hospital</u> 316 Calhoun Street Charleston SC 29401 (843) 7242000	<u>Charleston Memorial</u> 326 Calhoun Street Charleston SC 29401 (843) 5770600
<u>CareAlliance Health Services Bon Secours-St Francis Xavier</u> 2095 Henry Tecklenburg Drive Charleston SC 29414 (843) 402-1000	<u>U.S. Naval Hospital</u> 3600 Rivers Ave. (843) 7437000 DSN 563-7000	<u>Ralph H. Johnson V.A. Medical Center</u> 109 Bee Street Charleston SC 29401-5799 (843) 5775011
<u>Trident Medical Center</u> 9330 Medical Plaza Drive Charleston SC 29406 (843) 7977000	<u>East Cooper Regional Medical Center</u> 1200 Johnnie Dodds Blvd. Mt. Pleasant SC 29464 (843) 8810100	<u>Medical University of South Carolina Medical Center</u> 19 Hagwood Ave, Rm 105 Charleston SC 29425 (843) 792-2300
<u>Charter-Charleston Behavioral Health System</u> 2777 Speissegger Drive Charleston SC 29414 (843) 747-5830	<u>HealthSouth Rehabilitation Hospital of Charleston</u> 9181 Medcom Street N. Charleston SC 29406 (843) 820-7777	<u>Summerville Medical Center</u> 295 Midland Parkway Summerville SC 29485 (843) 832-5000

6.8. Voting. Mail-in registration forms are available at the county libraries, town and city halls. Or you can call your county office and they will mail you an application.

Voter registration Offices:

Berkeley County: (843) 723-3800 ext. 4056

Charleston County: (843) 744-VOTE (8683)

Dorchester County: (843) 832-0132

6.9. Population. The population is estimated to grow to the following population by the year 2015:

Charleston County 324,000

Berkeley County 196,000

Dorchester County 99,500

6.10. Animals. Rabies vaccinations are required for dogs and cats beginning at four months of age and must be licensed for the appropriate county that you live in. For more information, the Veterinary Clinic is located on base in bldg. 423, or call 963-4264.

6.11. Property Taxes. City and county real property tax is a percentage of the assessed value of property multiplied by the millage rate. Millage rates vary depending on the county and district you live in. Call your County Treasurer for the Millage rate for your area. State laws do not provide for exemption of real estate taxes for active duty military personnel.

Charleston County 958-4360

Berkeley County 7233800, ext. 4040

Dorchester County 832-0165 – St. George Office, 832-0045 – Charleston Office

6.12. Sales Tax. The State of South Carolina has a five percent sales tax. Charleston and Berkeley Counties have a 1 percent local option tax collected with the 5 percent sales tax resulting in a 6 percent sales tax in these counties.

6.13. Automobiles. Military personnel who currently register their vehicles in their state of legal residence are not required to register their vehicles in South Carolina. If a non-military member's name appears on the title or your vehicles are not registered in your state of legal residence, you are required to register them with the South Carolina Department of Highways within 30 days of your PCS move to South Carolina. Take your title and registration card with you to the South Carolina State Highway Department, 3795 Leeds Avenue, North Charleston, South Carolina, or call 1-800-442-1368 to get additional information.

6.13.1. Driver's License. If you are an active duty military member with a valid driver's license from your state of legal residence, you do not have to acquire a South Carolina driver's license. Your dependents may also continue to use their valid home state license. If you are a retired military member or DOD civilian, you must secure a South Carolina driver's license within 90 days of residency. If you already have a valid driver's license, you must qualify for a South Carolina license by passing the vision portion of the driver's examination.

6.13.2. Insurance. Basic requirements for personal liability insurance coverage in South Carolina are \$15,000, \$30,000 and \$5,000.

6.14. Schools. With the exception of private or church schools, all public schools operate under their own county system. All children must have a birth certificate, current state immunization record, and must be five years of age on or before 1 November to attend kindergarten. Transferring students must bring transfer or last report card when registering for school. In addition, students must attend 170 of the 180 days that school is in session in order to be eligible for academic credit and promotion to the next grade. Public bus service is provided if you live one and onehalf miles or more from the nearest school. Some high schools offer the ROTC program. Call the nearest school for more information.

<u>Charleston County</u> 75 Calhoun Street Charleston SC 29401 (843) 937-6300 http://www.ccsdschools.com	<u>Dorchester County</u> 102 Greenwave Blvd. Summerville SC 29483 (843) 873-2901	<u>Berkeley County</u> 229 East Main Street Moncks Corner SC 29461 (843) 723-4627/ (843) 899-8600
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6.15. Higher Education. The Trident region is home to several fouryear colleges, one of the nation's leading community colleges, and the largest medical university in South Carolina.

<u>Charleston Southern University</u> P.O. Box 118087 Charleston SC 29423-8087 (843) 863-7050 Associate, Bachelor and Master degrees http://www.charlestonsouthern.edu	<u>The Citadel</u> 171 Moultrie Street Charleston SC 29409 (843) 953-5000 Undergraduate and Graduate degrees http://www.citadel.edu	<u>College of Charleston</u> 66 George Street Charleston SC 29424 (843) 953-5670 Undergraduate and Graduate degrees http://www.cofc.edu
<u>Johnson and Wales University</u> 701 East Bay Street, PCC 1409 Charleston SC 29403 (843) 727-3000 1-800-868-1522 Associate and Bachelor degrees http://www.jwu.edu	<u>Webster University</u> 7410 Northside Drive N. Charleston SC 29420 (843) 572-2675 Graduate degrees http://www.webster.edu	<u>Medical University of South Carolina</u> 171 Ashley Avenue Charleston SC 29425 (843) 792-2300 Medicine school, dentist medicine, pharmacy, nursing, graduate studies, health professions. http://www.musc.edu
<u>Trident Technical College</u> 7000 Rivers Avenue Charleston SC 29406 (843) 574-6111 Two year undergraduate degrees http://www.tridenttech.edu		

NOTE: Check with the Base Education Office, bldg. 221, 963-4575, for further information.

Chapter 7

HOME OWNERSHIP

7.1. VA Loans. Veterans Administration may guarantee a home loan made by a private lender for 60% of the sale price or \$36,000, whichever is less. The VA now requires a Funding Fee of one percent of the loan amount, payable at sales closing. Loans may be for the purpose of making alterations, repairs or improvements on homes already owned and occupied. Loans may be guaranteed to refinance existing mortgage loans or other liens of record on homes owned and occupied by eligible veterans. The interest rate applicable to the loan may not exceed the maximum rate for that type of loan set by the VA and in effect when the loan is made. Consult the nearest VA office for current maximum rates. VA loans can be made for 15 or 30 years duration. Loan benefits are not a gift. If the VA loses money because the loan is not paid as agreed, such loss will be a debt the borrower owes the government. For information on VA loans, you may call 1-800-827-1000 (Veterans Administration Regional Office in Columbia, SC). Housing and Urban Development (HUD) and VA pamphlets on home buying are available in the HRS office. You can also access information at their website, <http://www.va.gov>.

7.2. FHA Loans. Financing a home with an FHA loan doesn't mean that the money is borrowed directly from the FHA. The money is actually loaned by an approved lender. FHA insures the loan thereby eliminating much of the risk for the financial institution. They are, therefore, able to make loans with a minimum down payment. Consequently, it is much easier to purchase a home since only a small initial cash investment is required. Normally, closing costs will run the purchaser approximately \$500 to \$1,500 depending on the price of the home purchased. Down payments on FHA loans are figured by taking a percentage of the total cost of the home as follows: three percent of the first \$25,000; five percent of all over \$25,000. You can also access information at their website, <http://www.hud.gov>.

7.3. Conventional Loans. Conventional loans are normally made by a savings and loan institution and are not insured by either FHA or VA. Conventional loans require more cash investment, and closing costs on conventional loans are similar to those of FHA or VA loans.

7.4. Graduated Payment Mortgage Program. Both FHA and VA have graduated payment mortgage programs that are available to anyone eligible for either program. Although these programs differ somewhat in initial down payment, they are otherwise similar in structure and can be used for new or existing houses. Basically, the monthly payments for the first year are considerably lower than a normal loan (one hundred dollars or more) and increase each year for five years and then level out for the remaining term. Applicants who qualify for this program would be permitted to purchase a more expensive home than otherwise possible. These programs can be very beneficial for some, but you should be sure to understand all details before entering into this type of contract.

7.5. Purchasing Existing Homes. When purchasing existing and older homes, you have several options when financing:

7.5.1. **Equity Sales.** Although some older homes can be refinanced, the majority of them are sold by selling the owner's equity and assuming the owner's indebtedness. Equity is the invested amount that the owner has in the property in excess of the amount mortgaged. Equity sales are relatively simple transactions and the purchaser of an equity need not be involved with credit checks and lengthy loan applications. This can sometimes be an advantage if the purchaser has weak credit and otherwise

could not obtain a loan. Homes financed by FHA and VA may be purchased by equity sales, and if a veteran purchases a home financed by VA, he/she does not lose his/her VA eligibility. A non-veteran may also purchase a home on an equity sale that is financed by the VA, whereas, he/she cannot secure a VA loan on his/her own. There are many advantages when buying equities; for example: no credit checks, immediate closing no delay in loan processing, and lower interest rate can sometimes be obtained if the loan is old enough or financed at a period when the interest rate was lower. There is one big disadvantage however, in purchasing equities in lieu of refinancing an older home or purchasing a new one, and that is the initial outlay of cash investment. (Many times this can be a problem for the purchaser due to cash available.) Sometimes, total equity is not required and a portion of the amount can be paid down and the balance financed over a period of two to five years, depending on the purchaser and the transaction.

7.5.2. Rent with Option to Buy. Flexible terms are available with rental homes and many can be purchased. Normally at the time a house is rented, a sales price can be quoted and this price will hold good for a period of one year, assuming that a one year lease is negotiated. At the expiration of the lease, the tenant will have the option of purchasing at the price agreed upon when the lease was signed or the lease may be renegotiated.

7.6. Manufactured Home Loans. A fifty percent (up to \$20,000) manufactured home loan guarantee for the purchase of a new manufactured home and/or lot is available for any veteran who has not used any loan guarantee entitlement. Use of the manufactured home loan guarantee entitlement does not reduce the \$36,000 loan guarantee entitlement. However, any veteran obtaining a guaranteed manufactured home loan cannot use guaranty entitlement to purchase a conventionally constructed home until the loan for the purchase of a manufactured home and/or lot is paid in full, or the requirements for substitution of entitlement can be met. The maturities for loan to purchase a manufactured home and/or lot vary with each transaction, and veterans should consult the VA office to obtain specific information.

DAVID E. SNODGRASS, Colonel, USAF
Commander, 437th Mission Support Group

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 32-6001, *Family Housing Management*

Abbreviations and Acronyms

FHA—Federal Housing Administration

HRS—Housing Referral Services

HUD—Housing Urban Development

VA—Veterans Administration

Attachment 2

NOTICE TO VACATE QUARTERS

NAME _____

ADDRESS _____

DATE _____

NAME OF OWNER/MANAGER

This is to notify you that I will vacate the facility that I currently occupy thirty (30) days from the above date. I understand that refund of my security deposit of \$_____ will be made if I surrender the premises in a satisfactory condition, ordinary wear and tear excepted. I understand that management will forward my deposit to my new address within _____ days after I satisfactorily terminate my facility as required.

My new address
is _____

TENANT (SIGNATURE)

RECEIVED BY _____

DATE _____

NOTE: Should you not receive your deposit and/or a letter itemizing why all or any portion of your deposit was withheld, contact the Housing Referral Specialist, Charleston AFB SC, telephone (COMM: (843) 963-3857; DSN: 673-3857) or write 437 CES/CEH, 101 N. Davis Drive, Charleston AFB SC 29404-4085.

Attachment 3

INITIAL OCCUPANCY INSPECTION CHECKLIST

Prior to occupancy of premises described as _____, an initial inspection was performed on _____, 19____ by the undersigned.
Findings are as follows:

ITEM	CLEANED YES/NO	DAMAGED YES/NO	REMARKS
KITCHEN			
1. Stove			
2. Refrigerator			
3. Sink			
4. Countertops			
5. Cabinets			
6. Floors			
LIVING ROOM			
1. Carpet			
2. Floors			
3. Furnishings			
BEDROOMS			
1. Carpet			
2. Floors			
3. Furnishings			
BATHROOMS			
1. Sink			
2. Tub/Shower			
3. Commode			
4. Tile			
5. Floors			
WINDOWS			
1. Panes			
2. Screens			
OTHER			
1.			
2.			
3.			
4.			
5.			

TENANT'S SIGNATURE AND DATE

AGENT/LANDLORD'S SIGNATURE AND DATE

Initial Occupancy Inspection Checklist (Sample).